

## **CITY OF BURBANK**

### **DEPUTY CITY CLERK**

#### **DEFINITION**

Under general direction, to perform confidential, complex and highly responsible support services for the City Clerk; conduct elections, and provide information to the public; to act for and in the absence of the City Clerk, to perform duties as required by state law and legislative policy; and, to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assists in planning, coordinating and directing the administrative and business management functions of the Department, including the processing and preparation of budget and personnel transactions; supervises and directs professional and administrative support staff; assists in the selection of staff; reviews and implements training and development; reviews and evaluates subordinate staff; assists in the conduct of elections, recalls, referendums, initiatives and measures; coordinates and advises public officials, candidates for office and the public regarding elective and campaign matters; assists and/or prepares City Council agendas; attends official meetings; records and communicates legislative actions and proceedings, ordinances, resolutions, minutes and indices thereof; responds to inquiries regarding Council actions, items on the agenda, and other public and/or administrative matters; certifies the authenticity of official and municipal corporate documents for public officials, governmental agencies, courts and the general public utilizing the official seals; directs the mailing, publication and posting of legal public notices; records, certifies and maintains ordinances, resolutions, agreements, deeds and other official documents; recommends improvements and/or enhancements to the system; notifies departments and members of the public affected by actions of the City Council; verifies accuracy of documents prepared by clerical staff; supervises the maintenance and distribution of the Burbank City Charter and Municipal Code; takes acknowledgments of oaths of office and affidavits; supervises administrative requirements of the Fair Political Practices Act; and acts for and in the absence of the City Clerk; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - municipal functions including legislative and budgetary procedures, office management, and organizational procedures.
- Skill in - the use of personal computers and applicable software, and other office equipment; detailed office processes; and records, maintenance and research.
- Ability to – communicate clearly and concisely, both orally and in writing; interpret laws, regulations and procedures and make appropriate decisions; interface with high level managers, elected officials and members of the public with tact and professional demeanor; delegate and supervise the work of subordinates; review organizational and administrative problems and recommend and implement solutions; prepare agendas and complete and accurate reports; prepare and administer a budget; evaluate systems and procedures and recommend and implement improvements; receive problems and complaints, and give clear and appropriate explanations and information; work independently in the absence of specific instructions, and in emergency situations; meet critical deadlines; use good judgment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to completion of two years of college-level course work in business or public administration, liberal arts or a related field, and five years responsible clerical, administrative or office management experience including two years in a supervisory capacity. NOTE: Additional related experience may be substituted for the required education on a year-for-year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Public service experience preferred.